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Survey of Certain Personnel Practices  
of Selected Foreign Governments  
in Regard to Local Employees

Explanation

In order to assist U.S. Government agencies in developing personnel policies governing compensation and related benefits for local employees (i.e., aliens) employed by them abroad, a brief survey has been made of the practices followed by several foreign embassies with respect to American citizens (or other local employees) employed by them in Washington, D.C.

Information has been obtained with respect to: (1) number and type of employees, (2) base pay, (3) reason for employment, (4) vacation and sick leave benefits, (5) periodic salary increases, (6) pension benefits, (7) special bonuses, (8) severance pay on separation, (9) holidays, (10) relation to U.S. Social Security System, (11) overtime pay, and (12) other benefits.

The respective findings are separately indicated for each of the eight countries concerned, followed by a summary of major conclusions.

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Brazil

1. Number and Type of Employees

The Brazilian Embassy employees 8 non-Brazilians of whom 7 are Americans and 1 is a Canadian. Six of the positions are classified as clerk-typist, one as a doorman (escort) and one as a telephone operator.

2. Base Pay

All clerical personnel, Brazilian and American, are hired on a contract basis (contractados) and are all under the same system of pay and allowances. Salaries are fixed in Rio de Janeiro but compare favorably with salaries in Washington (average \$240 - high \$400).

3. Reason for Employment

Locals are employed here because it is frequently more practicable to obtain local personnel rather than recruit in Rio and await transportation.

4. Vacation and Sick Leave

Vacation leave is scheduled at 20 days per annum exclusive of holidays. There is no limit on sick leave which is granted at the discretion of the Chief of Mission who is usually liberal.

5. Periodic Increases

Increases are given at the discretion of the Chief of Mission when funds are available.

6. Pension Benefits

None.

7. Special Bonuses

None.

8. Severance Pay on Separation

Both American and Brazilian Contractados may be dismissed on 15 days notice. In lieu of notice, 15 days pay would be granted.

9. Holidays

Both American and Brazilian holidays are granted.

10. Relation

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**10. Relation to U.S. Social Security**

None.

**11. Overtime Pay**

Overtime pay is dependent on availability of funds.

**12. Other Benefits**

Employees enjoy certain immunity from judicial processes.

Great Britain

**1. Number and Type of Employees**

There are approximately 110 American employees serving in the capacities of cleaners, janitors, chauffeurs, drivers, messengers, maintenance men and telephone operators. In addition, there are 50-60 Canadians and other Commonwealth citizens employed in clerical and stenographic capacities.

**2. Base Pay**

In general, local staff rates are based on pay for comparable work in Civil Service and private employment in the Washington area. The Embassy enjoys a good deal of autonomy in setting these rates although London is informed of all actions. Rates of pay for the Canadian locals takes into consideration the fact that they do not pay taxes and is consequently ten to fifteen percent lower in gross than local salaries for Americans.

**3. Reason for Employment**

Americans are employed only for the performance of such functions as janitorial, maintenance and other manual work. Commonwealth locals are employed for security and economy reasons.

**4. Vacation and Sick Leave**

Vacation and sick leave are scheduled according to several series dependent on the type of work performed and the number of working days per week (5 - 5½ - 6). The locals in the main fall under the maintenance and clerical series. (1) For the maintenance series vacation leave is provided at the rate of 20 days per year for a 5-day week, 22 days for a 5½-day week, and 24 days for a 6-day week. Sick leave is at the rate of 18, 19 and 21 days per year. (2) For clerical staff, vacation leave is 16, 17, and 18 days according to the work week for those with less

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than three years service and 18, 19, and 21 days for those with over three years service. Sick leave is at the rate of 16, 17, and 18 days per annum according to work week and is cumulative up to 90 days.

5. Periodic Increases

Increments to basic salary are given on an annual basis usually at the rate of \$120.

6. Pension Benefits

None.

7. Special Bonuses

None.

8. Severance Pay on Separation

All local employees serve on a monthly contract basis and can be released with one month's notice. If separated after seven years of service due to age, health, etc., they receive two weeks pay for each year's service based on the employee's salary for the last three years of employment. If separated with less than seven years service, they receive only accrued leave payment.

9. Holidays

All legal American holidays are observed. Of English holidays, only the Queen's birthday is observed for a half day.

10. Relation to U.S. Social Security

None.

11. Overtime Pay

All local employees, save a few hourly wage people, are on a straight salary basis and receive only compensatory time for overtime.

12. Other Benefits

Employees enjoy certain immunity from judicial processes.

Additional compensation, usually at the rate of \$10 a month, is paid for relatively greater responsibility within a given classification (Responsibility Pay) and for work on shifts with split hours (Disturbance Allowance).

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France

1. Number and Types of Employees

The French Embassy employs no American citizens but does employ some French-Canadians for clerical work.

2. Base Pay

The French-Canadian employees are paid according to the regular French Foreign Service rate for clerical employees which contains an allowance to cover local cost of living variations.

3. Reason for Employment

Americans are not employed for reasons of economy and the fact that French-Canadians are bilingual.

Greece

1. Number and Type of Employees

The Greek Embassy employs three American secretaries.

2. Base Pay

American employees receive the same salaries as Greek Foreign Service personnel performing similar work. Salaries, together with a cost of living allowance, are fixed by the Foreign Office based on the recommendations of the Ambassador. There is, therefore, only an indirect relationship between salaries of local employees and prevailing rates in the local labor market.

3. Reason for Employment

Americans are employed in positions requiring knowledge of the local scene, language facility, and ease of contact.

4. Vacation and Sick Leave

All Foreign Service employees in the lower echelons receive four weeks vacation a year. Sick leave is allowed up to fifteen days per year.

5. Periodic Increases

Periodic increases after several years of service are granted at the discretion of Embassy officials.

6. Pension

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**6. Pension Benefits**

None.

**7. Special Bonuses**

None

**8. Severance Pay on Separation**

An employee may be paid one or two months wages at the discretion of the Ambassador.

**9. Holidays**

Local employees, as other Embassy personnel, receive all legal American holidays plus the more important Greek holidays.

**10. Relationship to U.S. Social Security**

None.

**11. Overtime Pay**

All employees are on a straight salary basis and no payments are made for overtime. However, additional compensation is given for performance of special tasks outside normal duties. For example, the Counselor's secretary receives additional pay for translating documents.

**12. Other Benefits**

Employees have certain immunity from judicial processes.

India

**1. Number and Type of Employees**

The Indian Embassy employs a considerable number of local employees in maintenance and clerical capacities. The Indian Supply Mission uses some Americans in officer-type positions.

**2. Base Pay**

A basic salary scale for local employees was established in general conformity with local salary scales for comparable work. Subsequent increases have been based on cost of living increases

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granted U.S. Government employees. It is expected that further increases will be granted local employees should Federal compensation be again increased.

3. Reason for Employment

The Indian Embassy employs a considerable number of locals because their Foreign Service system is not yet fully organized. Moreover, the cost of transportation and pay for Indians is quite high.

4. Vacation and Sick Leave

Vacation leave is granted at the rate of 26 days a year. For those employed since 1950 this leave is calculated on a calendar day basis; for those employed before 1950, it is calculated on a work day basis. Sick leave is granted at the rate of 18 days a year and is computed on a calendar day basis.

5. Periodic Increases

Periodic increases are granted semi-annually up to a maximum rate aggregating \$5 a month.

6. Pension Benefits

None.

7. Special Bonuses

None.

8. Severance Pay on Separation

None. Local employees are employed on a contract basis with one month's notice being given for termination. At time of termination employees are paid for accrued leave.

9. Holidays

All Indian and American holidays are granted to all members of the staff.

10. Relation to U.S. Social Security

None.

11. Other Benefits

Employees

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Employees are entitled to certain immunity from judicial processes. In addition, non-American locals (Canadians) are granted exemption from Federal and local excise taxes.

Philippines

1. Number and Type of Employees

Ten Americans are employed within a total staff of 35 in positions varying from janitor to special assistant.

2. Base Pay

The Philippine Embassy is seeking to develop, insofar as possible, pay rates, leave regulations and other benefits equivalent to those provided under the U.S. Civil Service System. Pay scales vary from \$1800 for janitors to a little over \$4000 for special assistants.

3. Reason for Employment

Americans are employed because of their greater efficiency in positions requiring local contact and because the Philippine Foreign Service is not yet equipped to staff all positions.

4. Vacation and Sick Leave

Vacation and sick leave are granted at the rate of 15 days a year, respectively.

5. Periodic Increases

None.

6. Pension Benefits

None.

7. Special Bonuses

None.

8. Severance Pay on Separation

None. Employees are paid for accrued leave.

9. Holidays

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9. Holidays

Both U.S. and Philippine holidays are observed.

10. Relation to U.S. Social Security

None.

11. Overtime Pay

Overtime is compensated for at a fixed rate of \$2.00 an hour.

12. Other Benefits

Certain immunity from judicial processes is granted.

Sweden

1. Number and Type of Employees

The Swedish Embassy employs three Americans as a special assistant, secretary, and switchboard operator.

2. Base Pay

American employees are compensated at the same rate as Swedish employees performing comparable work. Salaries are determined in Stockholm and consist of the normal home (Swedish) base pay plus a single allowance designed to cover cost of living, housing, etc. in the United States.

3. Reason for Employment

Americans are employed in those positions requiring natives for most efficient operation.

4. Vacation and Sick Leave

Local employees receive all benefits granted Swedish employees except for periodic home leave. Vacation leave is granted at the rate of 30 days a year. Sick leave is granted with full salary up to 25 days a year and with two-thirds salary up to 180 days a year. In addition, the Swedish Government will provide reimbursement for medical expenses up to 75 percent of physicians' fees, 50 percent of hospital costs, and 100 percent of medicine costs.

5. Periodic

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5. Periodic Increases

Salary increases are granted every three years.

6. Pension Benefits

There are no standard provisions for retirement. However, for 25 or 30 years of employment a pension will usually be provided by special act of Parliament.

7. Special Bonuses

None.

8. Severance Pay on Separation

None. Local employees are engaged on a monthly contract basis with a thirty-day notice required for termination.

9. Holidays

Both American and Swedish holidays are granted to all personnel.

10. Relation U.S. Social Security

None.

11. Overtime Pay

Overtime is allowed only for work performed between 9 p.m. and 6 a.m. and is compensated for at a double time rate either in cash or compensatory time off.

12. Other Benefits

Employees enjoy certain immunity from judicial processes.

Turkey

1. Number and Type of Employees

The Turkish Embassy employs three Americans in clerical capacities.

2. Base Pay

American employees are paid according to Turkish Foreign Service wage rates (\$200) which contain a basic salary plus a cost of living

allowance

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allowance. Turnover has been high in all lower-level positions because of inadequate compensation.

3. Reason for Employment

Americans are employed in positions requiring knowledge of the local scene, language facility, and ease of contact.

4. Vacation and Sick Leave

Vacation leave is granted at the rate of 3 weeks a year. Sick leave is granted at the discretion of the Ambassador.

5. Periodic Increases

Increases are granted at the discretion of the Ambassador within the limit of available funds.

6. Pension Benefits

None.

7. Special Bonuses

None.

8. Severance Pay on Separation

None. Employees are engaged on a monthly contract basis and one month's notice is required for termination.

9. Holidays

Both American and major Turkish holidays are observed.

10. Relation to U.S. Social Security

None.

11. Other Benefits

Employees enjoy certain immunity from judicial processes.

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